

*The*  
*Dental Assistant*



VOLUME 3 • OCTOBER-NOVEMBER, 1934 • NUMBER 10-11

## AMERICAN DENTAL ASSISTANTS ASSOCIATION

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# The Dental Assistant

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## The Handling of Exodontia Material with a View of Securing Surgical Sterility

By DR. HENRY B. CLARK, Minneapolis, Minn.

Read before the American Dental Assistants Association, August 8th, 1934, St. Paul, Minn.

**B**ACTERIA are ever present. They serve a useful function in the life cycle. Were it not for their presence the world would soon become cluttered with organic material such as trees, straw grass, and garbage. A great modern plant for the destruction of sewage and its reduction to inorganic and harmless or insignificant elements, is now being constructed in St. Paul. Taking advantage of bacterial action will enable engineers, by means of suitable apparatus and equipment, to eliminate the pollution of the Mississippi River and restore it to near its original virginal condition of purity.

When surgical procedures or exodontia are undertaken by dentists and their assistants, this bacterial action must be controlled by them. If it is not, it may mean that bacterial growth may gain control of the situation, resulting in the death of the patient — an undesirable result from our standpoint! For the purpose of clearness, let us recall just a few definitions.— *Sepsis*, a condition of infection or potential infection due to the presence of bacteria. *Asepsis*, the counterpart of the above, and *Antiseptics*, chemical agents capable of resisting the growth of bacteria. It is unfortunately true that most antiseptics which are potent enough to kill bacteria, will also damage tissues.

Soap and water constitutes one of the safest yet most efficient means we have at our disposal for fighting bacteria. The action of this agent is both physical and chemical. Surgery of the mouth does not demand absolute sterility and it is impossible to attain this state; but strict cleanliness, reached by the means just mentioned, will go far towards producing conditions satisfactory for our pur-

poses. All instruments possible should be boiled. Sharp cutting edges may be sterilized in lysol or phenol, if they are thoroughly rinsed off in alcohol and water before being used. Lysol is probably the best of these two, as it is much less likely to produce burns if ordinary precautions are exercised. Cotton, gauze, and packing are to be rendered aseptic by sterilization in hot air or live steam. The hands of the operator and assistants should be scrubbed in hot water and soap, in the presence of the patient, immediately before examination or operation. Any suture materials used must be thoroughly autoclaved under steam pressure for a long enough time to kill all spores. If it is not done, tetanus, will be an ever-present danger. No operation in surgery is absolutely sterile, but in most general surgery the bacteria, are so reduced by aseptic measures and technique, that with the natural resistance of patients, serious infections are comparatively rare. Due to the nature of the operations in extraction, and ear, nose, and throat surgery, aseptic technique is often neglected. The reasons for this are that dentists and their assistants are rather poorly schooled in it and the nature of the operative fields makes complete riddance of bacteria impossible. In spite of this, most exodontia operations do surprisingly well post-operatively. Some of the glaring defects in our technique may easily be remedied by the establishment of better habits by assistants and operators, without an unreasonable amount of trouble or excessive waste of time.

The arguments for better asepsis are: The knowledge of a job well done, less post-operative discomfort, fewer infections, and the assurance that, in the event

of law suits, you have done everything possible to exercise reasonable caution. The anesthetic most generally used in exodontia operations is some form of infiltration or block, with procaine as the anesthetic agent. The syringes employed are in many instances sterilized by the use of chemicals. This practice is wrong and is to be discouraged. The syringes employed should be of a type which may be readily and conveniently boiled. After they are boiled they should be removed with sterile pliers and laid on sterile gauze. The reason syringes are commonly sterilized in chemical solutions, is that many dentists still cling to the obsolete idea that syringes must be of a type which will permit of great pressure in injecting, and this type of syringe is usually difficult to boil, without destroying its usefulness. On the contrary, excessive pressure in injecting local anesthetic solutions is unnecessary for securing good results. Excessive pressure injections injure infected tissues, producing post-operative pain and prolonged soreness, and are unnecessary to the production of good anesthesia. Dr. Nevin uses a significant phrase when he advocates "gentle dental anesthesia." Mucous membranes in the mouth are habitually covered with bacteria which may be carried deep into the tissues by needle points. Blair and Ivy, in a recent most excellent work on "Oral Surgery," offered a valuable suggestion for preparing mucous surfaces for injection. They suggest that mouths first be flushed and irrigated with solutions forcibly injected from chip syringes. A surprising number of bacteria are thus removed. Next,

sterile wood applicators, with cotton wound on both ends, are used. With a dry end the site of injection is wiped free of saliva, then the opposite end used to swab the area, using a solution of half ether and half tincture of iodine. Subsequently this area must be kept free of saliva and is not to be contaminated by the fingers or anything not sterile, before the injection is made. This procedure is an excellent one, for the area thus prepared dries rapidly due to the evaporation of the ether, and a measure of surface anesthesia is obtained, which lessens the pain of the needle puncture. I hope when you go home you will install in your office a convenient jar of double-ended cotton applicators and a solution of ether-iodine, and see that your doctor uses them. It is bad practice to wipe the site of injection with a swab prepared from unsterilized cotton wound on with unsterile fingers.

The common practice of removing blood from exodontia wounds with gauze or cotton which is bacteria-laden, is bad. Sponges which are reasonably sterile are easily prepared, as I will show you with the assistance of two of our nurses who have kindly accompanied me to help with this lecture and demonstration. Both these young ladies are hospital trained. In your building no doubt many hospital trained nurses are employed, and in contact with them you may find many valuable pointers on the conduct of exodontia operations, which will help you to attain a better and better semblance of aseptic technique in your office.

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## Membership

"THERE is a big difference between being a joiner and being a member. A joiner joins anything that comes along. The regular joiner doesn't do any work after he has joined—he is interested in the big show while the band plays and while he thinks he will receive benefits without exertion.

"The member is the man who belongs to a society that appeals to him as a combined effort of those who hold similar views."

## PRESIDENT'S ADDRESS

By RUTH F. ROGERS, A.B., D.H.

Read Before Tenth Annual Meeting, A.D.A.A., August 7th, 1934, St. Paul, Minn.

"**E**THICS means a thorough understanding of human nature and an attitude of co-operation with other agencies," so runs the Chinese motto for a corps of specially trained health nurses. Despite the fact that this motto is designed to refer to an "organized" group of workers, it immediately brings the responsibility sharply back to the individual. Have you ever thought how important the individual members of any organization are and how powerless the organization itself when divorced from the human element?

Let us read the object of the American Dental Assistants Association in this light . . . "to aid in the advancement and elevation of the service to the dental profession by helping dental assistants to raise their standards of education . . . to bring to the members a realization of the responsibilities that accrue to them in their relation to the public; to inspire its members with a desire to render more efficient service and to be truthful, honest and loyal to the profession which they serve . . . to promote among the members a desire for mutual improvement." There doesn't seem to be a thing there about helping that inanimate thing "organization," not a word about "districts" but instead this seems to point to a "service" to be rendered to the members. Despite the fact that this was written and adopted ten years ago, it has a very modern ring in its reference to "helping raise standards of education," for on every hand we find the movement for more and better adult education receiving more serious attention from our great universities, our public schools, our clubs and our social agencies. What "service" is your dental assistant's association rendering you as a member in this field? Nationally we

have striven for ten years to secure the advantages of suitable courses especially planned for the training of dental assistants in the dental colleges, where it might reasonably be expected that the ideals of the dental profession would be thoroughly taught along with the more academic subjects. Looking about we have seen the many commercial courses presented by those who have been alert to note the desire for better training, and have found in it a new "racket" for their personal gain. As early as our Fourth Annual Meeting, also held in Minnesota, we had a report of more than a dozen such courses, presented by our New York girls, calling our attention to their really meager benefits and the heavy financial demands, and urging our members to be wary of the pitfalls in this field. These courses we still have with us in numbers, though in some communities we have been successful in curtailing their activities. Realizing that it might be some time before the dental colleges could be induced to present courses that might entail extra expenditures, we appointed a Curricula Committee and a satisfactory one year program of classes which could be taught by the usual dental college faculty and without special equipment was drafted, and accepted by our Sixth Annual Meeting held in Memphis.

In the mean time we have in our local and state units undertaken to provide for the group of members, courses of specialized types not available to them through other educational agencies. A study of the class work carried on by our societies is amazing in its variety, and ambitious in its scope. Only last year one society took a course in Bio-Chemistry taught by a faculty member from one



of our great universities, another group in a comparatively isolated section studied Bacteriology somewhat on the extension plan, and then had an all day class under the direction of a very capable physician. Another society met twice a month for eight months for instructions in tooth carving, because they appreciated the necessity of much more detailed knowledge of Tooth Anatomy if they were to make adequate inlays by the indirect method. First Aid, Home Nursing, Diet for Good Health, Public Speaking, Anatomy of the Head, Child Psychology, Dental Office Psychology, Materia Medica, are some of the subjects included in the various classes. Other than these formal classes, programs of demonstration clinics and lectures have assisted our members to keep pace with the rapid developments in dental technic and theory.

As a national organization we publish a magazine devoted to our professional interests, with articles by outstanding writers of the dental world. Think what our "Dental Assistant" can mean to the girls in isolated sections where contact with other assistants once a year is the best they can hope for! All these opportunities your organization can provide for you as members which would be almost impossible for you to secure individually. The success of the program in raising the educational level of the dental assistant rests squarely on the members — *you and you*. If you are ambitious to study and are willing to sacrifice time and effort to increase your knowledge, then our joint aim is accomplished and *together* with our new ideas of more efficient methods we actually render a higher standard of service to the dental profession and to the public.

This organization of ours also undertakes to protect us legally by keeping us informed of pending legislation that might affect us, but this service also is ineffective if the information falls on deaf ears. As a group we can single out

the more successful of our members and selecting the qualities which have seemed to contribute to their advancement, create an ideal dental assistant — a woman who has tact and dignity of bearing; a ready sympathy that expresses itself quietly; a love of people and of work that deals in a health service; initiative; an alert mind, capable of quickly appreciating the other person's viewpoint; a well modulated voice; an inborn hatred of disorder and uncleanness in any form; and an insatiable desire for knowledge and culture. Not long ago one of our magazines published a little article about the quality of "having a hand over things" — that delightful quality with which some are born, which enables them to walk into a drab looking room, straighten a picture here, add flowers, create a pleasing grouping of furniture by moving a chair, thus making the room take on a new and vital personality. Or perhaps she is unusually sensitive to people and with only small effort knows exactly how to make them happy and comfortable. This ideal of ours looks like a professional woman when she goes on duty in her crisp well-tailored white uniform, set off by correctly chosen accessories, and she conducts herself as a professional woman *always* in any surroundings pertaining to dentistry.

Not all of us possess these traits, but appreciating their desirability, we can help ourselves to cultivate them. Did you ever read the biography of Florence Nightingale who pioneered the field of medical nursing for gentlewomen, whose remarkable work in the care of the wounded and in sanitation during the Crimean War flowered in the creation of the Red Cross services? Her life is a story of the emancipation of women. As a young woman she reproached herself repeatedly for irregularity, sloth, late rising in the morning. Born to a life of luxury, she fought the opinions of her family and friends and her own weaker

traits that she might enter the very menial and almost completely unskilled "business of nursing" as she referred to it. We find her emerging as a woman capable of remarkable administrative tasks, regular, persistent, methodical, precise. Your organization shows you a glimpse of the ideal dental assistant, but you can acquire more essential merits only as you learn to develop your desirable traits and control your weaker ones. In short our society shows us the way to develop our professional personalities. George Bernard Shaw has written a most delightful story of the lonely cowboy who finally held a conference with him-  
2004 Eaton Tower Bldg., Detroit, Mich.

self to find out *why* he was so lonely. Much to his dismay he found he had been trying to run a one-man world, and in his zeal to have everybody do as he thought they should, he ruefully remarked that he had even been trying to help God hold up the sky!

As members in a co-operative enterprise designed to help us to raise the professional standard of our chosen work, we owe each other the debt of developing ourselves to the maximum of our abilities, leaving room for every single member to function as an active part of this inanimate bond we call the American Dental Assistants Association.

## LOVE, HONOR AND OBEY

By MABEL KNIGHT, Past President, Georgia State D. A. A.  
Read June 11, 1934, Atlanta, Ga., Before State Meeting

**P**ERHAPS it has never occurred to you that these three words could be associated with the profession of dental assisting, but I assure you that if we wish to attain our goal, we will find that they play a very important role, and unless we can love our work, honor our profession, and obey its ethics, we cannot hope to go very far.

Let us take up these words one by one and see what significance they hold. *First*, we have "love." Love is such a big word. It means so much in life. I know of nothing which makes life so worthwhile. Suppose you were assigned two tasks to do. One you liked very much, and the other you disliked. When you started out on this task you loved to do, you would be in a happy, cheerful frame of mind. You would be thinking and planning just how you might go about it to attain the best results. You would be interested, your creative mind would be at work, and new ideas would come to light. When you had finished, you would have a feeling of satisfaction that you

had done this thing well and to the best of your ability. Nor would your interest stop there. You would strive continuously to improve yourself that you might be able to do better next time. The picture changes completely when you start in on this task that you dislike so much. What a state of mind we can work ourselves into. We can think of a thousand reasons for not doing it at all. Before we know it, we have built up a state of resistance in ourselves. We rebel against it. No matter how determined we are, these things surge up unconsciously, and it is almost impossible to do our best. We might do it fairly well and perhaps get by un-noticed by others as to whether it has been done as well as it could have been, but however well we might fool others we cannot fool ourselves. We all know deep down in our hearts when we have done a thing well and when we haven't. Don't misunderstand and think that I mean we should only do those things in life that we like to do. The pathway of life does not run that way.

We will find the thorns scattered along with the roses. What I do mean is this, that each one of us has some definite line of work that we are particularly fitted for. We should endeavor to discover it and decide upon that as our life's work, for at least one-third of our time is spent in working, and if we wish to succeed, and be happy, we must "love" and be interested in our work. So you see we must "love" our work, or we cannot be interested, and if we are not interested, we cannot hope to accomplish very much. "Love" leads to contentment. Contentment leads to application. Application leads to efficiency. Efficiency leads to service. We have dedicated our lives to a life of service to others so that they might be healthier and happier. There is no greater compensation and happiness that one may receive than that obtained by serving others. The sole meaning of life is to serve humanity. Every individual should strive to do more and be more than he or she is.

The Second word is *honor*. It is impossible to love without *honor*, for it goes hand in hand with "love". If we "love" our work, then we should "honor" our profession; for we have a profession that we can justly be proud of. Honor begins at home. First, we must be honest with ourselves. If we are honest with ourselves, we will be honest with others. There will be no trust which we cannot accept without realizing the responsibilities that are placed upon us. Individually, if we could realize our responsibilities, I feel that we could be a greater honor to our profession. Honor makes safety and power, stimulates admiration and consideration in one's friends and associates.

810 Candler Bldg.

The third and last is "obey." "Obey" seems to be a word that humanity has tried to avoid all down through the ages. People have an extreme distaste for it. The idea still persists in their minds that to obey means a curtailment of liberty and freedom. However, such is not the case. It means anything but that. If laws enacted for the good of the people were obeyed, we would all have a liberty and freedom, which would be unheard of otherwise. Imagine what a state of chaos and disorder there would be if everyone went about heeding their own selfish desires, and what modern Utopia this world would be if everyone, with no exceptions, "obeyed" to the fullest the laws of this country. First, we should obey the laws of living. We should so work, rest and play, that we can be prepared for our daily tasks. Next, we should obey the ethics of our profession by letting our examples, as well as our precepts, speak for themselves. To "obey" professional ethics does not mean a fixed set of rules, but to live our lives in a normal way. We realize and understand that our ethics reflect upon the profession that we are in, in order that the dignity and honor of our profession may be reflected, its standards exalted, its sphere of usefulness extended, and an advance of dental science promoted. We, as members of the Georgia State Dental Assistants Association, have adopted a code of ethics which we all feel sure we can "obey."

In closing, I would like to leave with you these words of Confucius, the Chinese sage. "I am not concerned that I have no place; I am concerned how I shall fit myself for one. I am not concerned at not being known; I seek to be worthy to be known."

## AMERICAN DENTAL ASSISTANTS ASSOCIATION

### HIGHLIGHTS OF TENTH ANNUAL CONVENTION

St. Paul, Minn., August 6th to 10th, 1934

#### MONDAY, AUGUST 6th—

Board of Trustees meeting at 7 A. M., with reports of activities in the 10 districts. At 2 P.M., first session of the House of Delegates with the usual greetings and responses; appointment of reference committees for the transaction of business coming before the House; reports of standing and special committees; new business; election of independent members (dental assistants in localities where there are no affiliated societies); announcements of various activities, etc., etc. During the general discussion of matters brought to attention of the House by the Board of Trustees, the following came to our attention: "How can a local or state society protect our national emblem (national pin) from misuse by non members?" It was suggested that a society use every friendly persuasion possible to make the assistant who is no longer a member, realize that she is committing a breach of propriety by wearing an emblem of an organization to which she no longer belongs. Also suggested that the societies offer to buy back the pins of former members when they leave the organization. Emphasis was laid on the fact that no self respecting individual would insist on retaining or wearing a pin following the above approaches. The societies were again urged to remember that an exchange fee of 10 cents must accompany all checks sent in for dues, etc., the suggestion was also made that dues be not sent in dribbles of one or two; rather, that as many as possible be put together and mailed to the Secretary for transfer to the Treasurer. Checks for small amounts scattered over a few weeks, make unnecessary work for our officers who have to handle them, they are busy assistants and must be spared extra work whenever possible.

#### TUESDAY, AUGUST 7th—

District meetings at 10 A.M. All members at the convention requested to group themselves as follows: 7th and 9th Districts, Leader, Aloise B. Clement; 1st, 2nd, 3rd, 6th and 10th Districts, Leader, Clara Phillips; 4th, 5th and 8th Districts, Leader, Louise Dismukes. Following an open forum in each grouping, a buffet luncheon was served in General Headquarters Suite. These district meetings make possible close contacts of all members in the various districts in an informal manner, problems are discussed and ways and means found for aiding their solution, for instance some questions asked were: "How to conduct membership drives?" "How to hold the interest of members who have belonged to a society over a period of years?" "What is considered correct professional personal conduct?" "What study classes are most practical and beneficial?" "How and what to arrange for interesting programs?" At 2 P.M., the General Meeting with addresses of welcome and responses, brief talks by prominent members of the dental profession and papers by our members. Dr. C. N. Johnson spoke feelingly of the great loss we had sustained in the passing of his co-Honorary Member, Dr. Henry Fowler of New York City, he urged us to continue the splendid work accomplished during the past 10 years, warmly congratulating the association on its Journal, "The Dental Assistant," saying he knew of nothing that

would better aid the assistants than this medium of expression and education, and advocated its 100 per cent support by every member. The paper, "Leaders of Tomorrow," by Mabel Lyon of Los Angeles was a masterpiece of information and good advice. It will be published in our Journal. Dr. Pettibone of Chicago, Chairman of the Mouth Health Committee of the A.D.A., who replaced Dr. L. W. Morrey on our program, gave an interesting account of the work of this committee, and the great need for the care of the teeth in children. Lucille Black's paper "Sowing and Reaping" was a wonderfully inspirational and uplifting presentation. It will be published also. The President's Address by Ruth Rogers appears in this issue, be sure to read it. Among the prominent dentists introduced were Dr. Nye W. Goodman of Los Angeles, Dr. George N. West of Chicago, Dr. G. Layton Grier of Milford, Delaware, Dr. Roy Y. Shaw of Atlanta and Drs. Hunter and Sullivan. The meeting closed with an impressive memorial service led by Louise Dismukes, in remembrance of our beloved members who had gone before during the past year.

#### WEDNESDAY, AUGUST 8th—

The day started with a breakfast at 7:30, given by the Board of Trustees in honor of the officers and Board of the American Dental Hygienists Association, also in session at St. Paul. The "Special Session" called at 9 A.M., brought out many interesting topics and discussions. We hope to find space for many of them in future issues of our Journal. Names of topics: "Guarding Our Most Valuable Asset—Time" by Barbara Barnes of Pittsburgh; "Asepsis in Oral Surgery" by Dr. H. B. Clark of Minneapolis, supplemented by a practical clinic given by Dr. Clark's two nurses; Dr. Charles Lane of Detroit gave a brief resume of his technic in "Model Making by Electro Deposition." These were followed by a "Professional Round Table" divided as follows: "Chair Assistance," Leader, Mary Haney of Nebraska; "Laboratory Assistance," Leader, Sarah Hood of Philadelphia; "Child Management," Leader, Helene Meyers of Cincinnati; "Secretarial Assistance," Leader, Lucille Hodge of Tennessee; "Suggestions for Teaching Home Care of the Mouth" by Mildred Reis of Wisconsin. The Mouth Hygiene Luncheon of the A.D.A., was attended by many of our members at 12:15 non. In the evening, at 7, our Birthday Banquet was held attended by officers of the A.D.A., prominent dentists, members and friends. Rose Quam, Chairman of the Banquet and her committee did themselves proud.

#### THURSDAY, AUGUST 9th—

At 8:30 A.M., a "Conference Breakfast" for officers, trustees, and all past and present presidents and secretaries (or personal representative) of the affiliated societies was devoted to the following topics: "Suggestions for Interesting and Varied Programs," leaders, Vivian Sherman of Tacoma and Louise Ketcham of New Jersey; "Financing the Local Society," leaders, Emily Keevan of Chicago and Evelyn Kemp of Detroit; "How to Develop National Mindedness," leaders, Mabel Knight of Georgia and Edith Weinhardt of Tacoma; "Publicity," Leader, Helen Hendricks of Cincinnati. The afternoon was devoted to table clinics, held with the clinics of the A.D.A., at the St. Paul Auditorium. The following were shown: "Materia Medica" by Alabama; "Reception Room of Yesterday and To-Day" by Georgia; "Dental Ceramics" and "Short Cuts in Dental Assisting" by Chicago;



"Nursing Principles Applied to Dentistry" and "Practical Ideas for Flower Arrangement" by Detroit; "Method of Sterilizing Burs and Handpieces" by Minnesota; "Entertaining the Juvenile Patient" by Nebraska; "The Golden Rule for the Dental Assistant" by Cincinnati; "Entertainment of the Child Patient" by Oklahoma; "Steps Preparatory to Denture Construction" by Portland (this was an exhibit); "Assistance in Baked Porcelain" by Philadelphia; "Acclimating the Juvenile Patient" by Pittsburgh; "The Dental Office All in Tune" by Tennessee; "Gold Foil Assistance" by Tacoma, and "Orthodontia Assistance" by Wisconsin. Some of these would be fine clinics for the various societies to copy.

#### **FRIDAY, AUGUST 10th—**

9 A.M., House of Delegates Meeting and Election of Officers: President, Helen H. Fitting of Philadelphia; 1st Vice-President, Louise Dismukes of Alabama; 2nd Vice-President, Helene Meyers of Cincinnati; 3rd Vice-President, Ann McDonald of Minnesota; General Secretary, Lucille Dodge of Knoxville, Tenn.; Treasurer, Aloise B. Clement of Nebraska. Chairman and members of committees whose terms expired with this meeting, were also elected.

#### **TROPHIES AWARDED DURING THE MEETING—**

The Juliette A. Southard Cup for the best clinic to Nebraska, 1st Honorable Mention Blue Ribbon to Minnesota; 2nd Honorable Mention Blue Ribbon to Cincinnati; the Henry Fowler D.D.S. Trophy for the best poster to Nebraska, 1st Honorable Mention Blue Ribbon to Valley District, Mass., 2nd Honorable Mention Blue Ribbon to Chicago; the "Oral Hygiene" Trophy for Increase in Membership to Detroit with 112 per cent increase. Alameda County of California had a 95 per cent increase; the Convention Attendance Cup was won by Detroit for the greatest number of miles travelled to the meeting, scored by all their members in attendance. A new cup, the "National Co-Operation Cup" donated to our association by Dr. G. Layton Grier, President of the L. D. Caulk Co., was awarded to Tennessee, and the "Anglo Chiavaro, D.D.S., Loyalty Cup" was presented to Elizabeth Marzolf of St. Paul, for the longest record of continuous service in one office, namely 30 years and 7 months in the office of Dr. Nelson. Another new cup presented this year by "Oral Hygiene" will be awarded at the 1935 Meeting to the Society who secures the greatest number of subscriptions to our Journal at \$1.00 each, between November 1st, 1934, and one month preceding the 1935 Meeting.

#### **ADDITIONAL INFORMATION**

Number of members who registered for this meeting passed well over the 200 mark, with a satisfactory number of delegates and alternates, visiting assistants and dentists—A nice surprise was the announcement of a gift of \$50.00 to our Scholarship Fund by the Coe Laboratories. The 1935 Meeting will be held in New Orleans at the same time as that of the A.D.A., we urge all members who desire to spend a pleasant and profitable time to plan NOW to attend this meeting, and we also urged the societies to start NOW to raise sufficient funds to send a delegate; there are too many societies who do not take advantage of having a voice in our deliberations for their benefit and that of all dental assistants. We should have 100 per cent representation to do good work.

**JULIETTE A. SOUTHARD, Founder.**

## THE ASSISTANT'S ROLE IN MAINTAINING EFFICIENT RECORDS

By O. KAY

THE assistant's role in maintaining efficient records should be a very important one in any office; however, perforce of circumstances it can only be of importance and value in so far as the dentist employer desires it to be. We hear a lot of "preachment" as to what must be done for the maintenance of efficient records in the dental office, but no matter how capable the assistant or how willing she may be to play her part in the efficient conduct of an office, she is helpless in exercising her ability, unless her employer makes it possible for her to do so. In other words, until the dental profession realizes that they must select the type of assistant who CAN and WILL be able to maintain efficient records, all the suggestions and advice about those records must fall by the wayside. The dentist cannot do his work as it should be done, and at the same time do the work that can easily keep another pair of hands and brain occupied. Either one or the other of these two phases in maintaining an office to its highest maximum of efficiency, will be neglected, and we assume of course, that he will not neglect the professional side; therefore the business side (and other details) will receive little attention.

There is another vital point in office management. Supposing that the dentist has employed a capable assistant who can safely be intrusted with the management of the routine business details, he should allow her to do so. Why do I say this? Because in my hundreds (perhaps thousands) of contacts with dental offices in this country, and elsewhere, I have met comparatively few assistants who are given latitude in their work. Do not misunderstand me, I do not in-

tend to convey that the assistant should control the affairs of the dentist, but I do want to convey my observation that too many dentists do not help the assistant to maintain a definite business policy. How? Well, in many ways. For instance: Some dentists do not allow their assistant to have anything to do with compiling the records. In many offices the assistant never fills out the charts with necessary data; they have nothing to do with the bookkeeping, or the banking, or the filing, or the writing of letters, or sending out bills, or recalls, etc., etc. We admit that the business conduct of any dental office, must be individual to that office, but we do not admit that there shall not be a business system in operation, and once the dentist has explained his wishes and system, it should be left to the assistant to carry these out. Patients are confused, and get out of hand, so to speak, if one day the assistant deals with them in business matters, and the dentist another day.

What Can the Assistant Do? Here are a few suggestions:

1st—*Charts* and their details, you may have more than one type of chart—Chair History, etc., also supplementary records, as appointment book, day sheet, personal data record book, recall lists, etc.

2nd—*Filing* of all types of data and materials.

3rd—*Correspondence*, general letters, and thank you's, bills, etc.

4th—*Finance*—Receipts, all receipts of money to be accounted for and deposited; disbursements, all bills paid by checks; banking, checks properly drawn; Income Tax reports, etc.

(See Page 154)



## QUESTION BOX\*

ELIZABETH V. SHOEMAKER

Kew Plaza, Kew Gardens, N. Y.



Q. *How much should the assistant be in evidence in the operating room? Should the dentist ever reprove the assistant before a patient or correct any error she may have made?*

A. The assistant's presence in the operating room should be constant if she is in the office in the capacity of "chairside assistant." The very nature of her services demand her constant presence to help the dentist and the patient. If the assistant acts as secretary, laboratory technician, X-Ray technician, etc., she will have to manage to divide her time for these various duties. Some operators require an assistant at their side constantly while operating, others do not, so that there can be no arbitrary rule; however, lawyers agree that no dentist should practice without an assistant present, as this is his protection against unscrupulous individuals who make an "easy living" through all types of damage suits. We would say that it is an error in judgment on the part of the dentist to reprove or correct his assistant before patients. Patients do not enjoy this procedure from several angles. No one cares to be a witness to another's embarrassment, nor does a patient care to believe that the office personnel does not know their work or service. It also reflects

on the personality of the dentist; as educated, well poised persons do not lose their tempers in public. Errors can best be corrected by an understanding talk at the close of the patient's appointment.

Q. *Who should keep the books of the office? Should an assistant be a stenographer?*

A. In well planned offices, the secretary-assistant keeps all books and records. It is very convenient for an assistant to be a stenographer; however, if you are a good typist it goes a long way towards helping in the maintenance of neat records, and the getting out of bills and other correspondence.

### DO YOU KNOW THAT—

"The New York Dental Centennial Meeting to celebrate the hundredth anniversary of the founding of the first dental society, The Society of Surgeon Dentists of the City and State of New York, will be held in December at the Hotel Pennsylvania, New York City."

### DO YOU KNOW THAT—

"Trichloracetic acid is being advocated for the treatment of canker sores. A 20 per cent to a saturated solution being sufficient in one application to heal them by just touching them with an applicator saturated with this solution?"

\*We invite our readers to send in questions and suggestions. These must be in the hands of the editor of this department (indicated above) by the 3rd of any month for the issue of the succeeding month. Personal replies will be sent on receipt of a stamped and self-addressed envelope.

## PRINCIPLES

THE FOLLOWING report was unanimously adopted by the House of Delegates of the American Dental Association at their annual session, in St. Paul, Minnesota, on August 9, 1934.

"The Special Committee on Dental Economics believe there is a possibility that some form of legislation will be presented to the people of this country, dealing with what is called 'Economic Security' which will provide old age pensions and benefits for unemployment and health; therefore, we wish to place before the American Dental Association, before such legislation become an actuality, the following principles, believing them to safeguard the best interest of all concerned:

1. In all conferences that may lead to the formation of a plan relative to this subject, there must be participation by authorized dental representatives.
2. Provide dental care for indigents and needy children.
3. The plans should give careful consideration to the needs of the people, the obligation to the taxpayer and the interests of the profession.
4. The plans should be flexible so as to be adaptable to local conditions.
5. Complete exclusion of proprietary or profit-making agencies.
6. All features of dental service in any method of dental practice shall be under the control of the dental profession, as no other body or individual is educationally equipped to exercise such control.
7. All legally licensed dentists of a locality should be eligible to serve under such regulations as may be adopted.
8. Persons eligible to such service should be free to choose their dentist from the list of those who have agreed to furnish service under the adopted regulations.
9. Freedom of practitioners to accept or reject patients. Freedom of all persons, who so prefer, to obtain dental service other than that provided by such plans.
10. Provide an adequate program for public education on the need of and the opportunities for dental care."

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### Then Laugh

Build for yourself a strong box,  
Fashion each part with care,  
When it's strong as your hand can make it  
Put all your troubles there.  
Hide there all thoughts of your failures,  
And each bitter cup that you quaff,  
Lock up your heart aches within it,  
Then sit on the lid and laugh.

Tell no one else its contents,  
Never its secrets share;  
When you've dropped in your care and  
worry,  
Keep them forever there.  
Hide them from sight completely,  
That the world will never dream half;  
Fasten the strong box securely,  
Then sit on the lid and laugh.

Sent in by Harriet Hamann, Portland, Ore.

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# The Dental Assistant

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A Monthly Publication

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A Journal for Dental Assistants Devoted to Their Interests and Education  
Monthly publication of the A.D.A.A. A Journal for Dental Assistants Devoted to their Education and Interests and to the Efficient Conduct of Dental Offices. Publication of all statements, opinions, or data, is not to be considered as an endorsement of same by magazine or its publishers.

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OCTOBER-NOVEMBER, 1934

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## EDITORIAL DEPARTMENT

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### WHAT SAY YOU ?

EDUCATION is the backbone of progress and development. Without education which gives us the ability to grasp a true sense of values, there would be no incentive for the accomplishment of better things. Phillip Brooks once wrote "Sad is the day for any man when he becomes absolutely satisfied with the life that he is living, the thoughts that he is thinking, and the deeds that he is doing. When there ceases to be forever beating at the doors of his soul a desire to do something larger which he feels and knows he was meant and intended to do." Education in its broadest sense should be the background of dentistry, and in order to function to its highest capacity as a branch of medicine, and a part of health service, the dentist must have intelligent and capable assistance. Therefore his assistant must be educated. Conceived in a spirit of better education, their object being to enthuse their members to a realization of greater efficiency for greater service, the societies for dental assistants are trying to fill a long felt want. They are to the dental assistants what the dental societies are to the dentists; i.e., mediums for a wider outlook on professional endeavor, plus the incentive for finer effort in helping humanity to better living through better health, because of a better understanding.

There has been a wide gap to breach between the uneducated, untrained "servant," "maid," or "office girl" of the past and the capable, trained assistant of today. This has not all "just happened". It has been the outcome of careful planning, loyal co-operation, and a steadfastness of purpose on the part of the pioneers in this new thought of educated assistants. Through their associations, the women who serve dentistry have acquired and are acquiring, a greater knowledge of the duties of their calling; they are realizing that to serve intelligently one must know much of the ideals and responsibilities of the profession they serve; they are learning that their field of usefulness offers wonderful opportunity for aiding suffering humanity; they are being taught that to be a real helpful assistant, one must love one's work and bring to it undivided interest and stead-



fastness of purpose; they are being made to realize that in health service there is no clock watching or limitations. Briefly **THEY ARE BEING EDUCATED** to the finer aspects of the work they have chosen as a life's endeavor. Surely this is worthy of every praise and support. What say you, members of the dental profession?

JULIETTE A. SOUTHARD.

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## YOU CAN BE VALUABLE AS A DENTAL ASSISTANT

**N**O DENTIST today can afford to be without the services of a competent and trained dental nurse. The increasing demand for dental services has placed a corresponding duty and responsibility on the dental assistant, and she is no longer regarded merely as "the office girl," but is now actually working *"with"* the dentist and not *"for"* him. Where formerly she was required to clean a few glass slabs, and answer the telephone, she now assumes a position equal to that of Office Manager. The duty devolves upon her, therefore, to see that all office routine is properly and efficiently carried out. The position of Dental Assistant is one of prestige and dignity, and it should be regarded by her in a manner that will make it commensurate the dignity of the dental profession. That her character shall be above reproach goes without saying. Everything she does in the dental office should be with thought and precision, for she is actually an assistant operator. Patients notice this co-operation and team work, so that favorable comment is made outside the office. She is, therefore, one of the most important assets in the dental office.

*"Initiative"* is doing the things that ought to be done without being told. Conscientiously following the suggestions that are made. Outside of the office the dental assistant is respected and held in high esteem. She is very often asked for advice relative to dentistry, and her work. While in direct conversation about dentistry and her employer, a remark such as "Dr. X does beautiful work," is not out of place. The assistant should remember that the patient who comes to an office for the first time, has likely been someone else's patient. Her important duty then, is to inspire the new patient with confidence in the ability of the dentist. The patient should be assured that she will receive very careful treatment. It is of paramount importance that the assistant shall be enthusiastic about her work. Without this zeal she cannot become efficient.

The dental assistant should realize that the modern dental office, where patients come for professional services, must be kept immaculately clean. Her position in this respect is as important as that of supervisor of an operating room in the modern hospital.

MARY THATCHER, Seattle, Wash.

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## A Thought For Today

"The secret of happiness is not doing what one likes, but in liking what one does."

## CALENDAR OF MEETINGS \*

VIVIAN C. SHERMAN, 1519 Washington Building, Tacoma, Washington

### CALIFORNIA

#### Los Angeles D. A. A.

Meeting—Oct. 12, 1934.

Place—12th floor, Brack Shops Bldg.,  
L'Aileen Dining Salon.

Speaker—John Vanderveer Dewell,  
Author of "White Cayuca."

Topic—"South Seas"; with moving pictures.

Meeting—Nov. 8, 1934.

Place—Guests of Pasadena at Pasadena.

Speaker—Dr. S. Atkinson.

Topic—"Wild Animal Life."

Regular Meeting—Nov. 9, 1934.

Place—12th floor, Brack Shops Bldg.,  
L'Aileen Dining Salon.

Round Table Discussion—"The Dental  
Assistant in her Office."

Helen Simpson, Chm. Publ., 7024  
Melrose Avenue, Hollywood.

#### Pasadena D. A. Assn.

Meeting—Oct. 11, 1934; 6:30 P.M.

Speaker—Dr. Virginia Kurtz.

Topic—"Work of the School Clinic for  
Indigent Children."

Meeting—Nov. 8, 1934; 6:30 P.M.

Speaker—Dr. Spencer Atkinson.

Topic—"Wild Animal Life at Night."  
Gertrude Weller, Chm., Publ., 508  
Prof. Bldg.

#### San Diego County D. A. Society

Meeting—Oct. 22, 7:30 P.M.

Place—Girls Club Room, Medico-Dental Bldg.

Speaker and topic to be announced.

Roberta Steimke, Chm., Publ., 626  
First National Bldg.

### GEORGIA

#### 5th District D. A. Society, Atlanta

Meeting—Oct. 9, 1936; 6 P.M.

Place—Atlanta Dental Assembly Room,  
815 Candler Bldg.

Speakers—Mabel Knight, Delegate to  
A. D. A. A. Convention and Marie  
Sillay Shaw, Trustee 4th Dist. A. D.  
A. A.

Reading—By Phoebe Hayes.

The prize winning clinic will be displayed by Frances Rogers, Clinician. All State Districts have been invited to attend this meeting.

Meeting—Nov. 27, 1934; 6 P.M.

Place—To be decided by Social Com.

Speaker—Dr. Walter T. McFall.

Topic—To be announced.

Other speakers will include prominent members of the dental profession.

"Lest We Forget"—Tribute to the late Dr. DeLos M. Hill, Honorary Member of the 5th District Society and to Dr. Henry Fowler of New York, Honorary Member of the A. D. A. A.

"History of Our Early Years"—By Ann Walker in costume.

Skit—"Foolish Merriment" by members of the 5th District Society.

This meeting will be in the form of a Birthday Dinner with all the trimmings, the 5th District Society being 13 years old in November.

Katie McConnell, Chm., Pub., 705  
Candler Bldg.

### MARYLAND

#### The D. A. A. of Maryland

Meeting—Oct. 1, 1934; 8 P.M.

Place—Bentons Dental Depot, 533 N.  
Howard Street, Baltimore.

Speaker and Topic to be announced.

Report of meeting and clinics given before the Maryland State Dental Association, Sept. 24, 1934, at Frederick, Maryland.

Lillian C. Humberg, Pres., 1912 Ruckert Ave., Baltimore.

### MICHIGAN

#### Detroit D. A. Society

Business Meeting—Oct. 2, 1934.

Place—Eaton Tower.

Meeting—

Speaker—Dr. A. Alfred Nelson, Univ.  
of Detroit.

Subject—"What Can a Dental Assistant Do."

**Current Events**—Sadie Richmond. This will be held at the Univ. of Detroit.

**Meeting**—Oct. 17, 1934.

**Place**—Eaton Tower.

**Business Meeting**—

**Playlet** — "Telephone Courtesy" by Bobbie Hahn, Pauline Sobkowiak, and Corinne Norna.

**Current Events**—Esther Vogel.

Corinne Noran, Chm. Publ., 2577 Van Dyke Avenue.

## MINNESOTA

### Minneapolis District Society

**Meeting**—Oct. 2, 1934.

**Place**—Medical Arts Bldg. Auditorium.

**Speaker**—Dr. W. F. Lasby, Dean Dental College, Univ. of Minn.

**Topic**—"Extension Courses."

Convention reports will also be given.

**Meeting**—Nov. 6, 1934.

**Place**—Medical Arts Bldg. Auditorium.

**Program**—Home Talent Clinics in preparation for Exposition Week.

Marguerite Monroe, Secretary, 5 W. Lake St.

## MISSOURI

### Kansas City D. A. A.

**Meeting**—Oct. 29, 1934.

**Place**—Snack Shop.

**Speaker** — Mr. J. F. Nichols, of the Southwestern Bell Telephone Co.

**Subject**—"The Telephone Put To Best Advantage."

Julia Robinson, Chm. Publ., 1628 Professional Building.

### St. Louis D. A. Society

**Meeting**—Oct. 8, 1934; 6:30 P.M.

**Place**—Dinner at Saum Hotel.

General Business Meeting, 7:30 P.M., followed by Round Table Discussions.

**Topics** — "Events in Dental Offices," "Dental Nutrition and Mouth Health Among the Primitive Tribes," "Humorous Sketches."

Helen Prosser, Secy, 602 Spivey Bldg.

## NEBRASKA

### Omaha D. A. Society

**Meeting**—Oct. 9, 1934; 7:30 P.M.

**Place**—Medical Arts Bldg. Club Rooms.

**Speaker**—To be announced.

**Topic**—A Book Review.

This will be an "open house" meeting. Every assistant in Omaha employed by an ethical dentist is invited. Refreshments will be served.

**Meeting**—Oct. 23, 1934; 7:30 P.M.

**Place**—310 Omaha L. & B. Assn. Bldg.

**Speaker**—J. M. Ihm, Prof. of Biology at Benson High School.

**Topic**—"Diet and Nutrition."

Mary Haney, Pres., 2210½ Military Ave.

## NEW JERSEY

### Hudson County D. A. A.

**Meetings**—Oct. 12, 1934; 8 P.M.

Nov. 9, 1934; 8 P.M.

**Place**—Hotel Plaza.

**Speakers and Topics** to be announced.

Beatrice Reinert, Chm. Publ., 395 Palisade Ave., Union City, N. J.

## NEW YORK

### Educational and Efficiency Soc. for D. A. 1st Dist., N. Y. City

**Meetings**—Oct. 9, 1934; 7:45 P.M.

Nov. 13, 1934; 7:45 P.M.

**Place**—E. R. Squibb Offices, 745 Fifth Ave., New York City.

**Program**—To be announced.

Esther Kahn, Chm. Publ., 440 E. 6th St.

### D. A. Study Club, 2nd Dist., Bklyn.

**Meeting**—Oct. 19, 1934; 8:30 P.M.

**Place**—2nd Dist. D. Soc. Clinic Rooms, 62 Hanson Place.

**Essayist** — Dr. Raymond Wells, President, 2nd Dist. Dental Society.

**Subject**—"Life On a Dude Ranch."

**Meeting**—Nov. 2, 1934; 8:30 P.M.

**Place**—Same as above.

**Clinician**—Dr. Harry M. Seldin, N.Y.C.

**Subject**—"Gas—Oxygen Anesthesia."

**Meeting**—Nov. 16, 1934; 8:30 P.M.

**Place**—Same as above.

**Essayist**—Dr. Thaddeus P. Hyatt, N.Y. City.

**Subject**—"Caries of the Teeth and the Importance of Frequent Examination." Illustrated with slides.

Esther Silagye, Pres., 50 Nevins St.

**OHIO****Toledo D. A. Society**

Meeting—Oct. 15, 1934.

Place—Cole Laboratories.

Speaker—Dr. R. C. Hall.

Topic—"Dentistry in Southern Africa."

Study Club will meet first Monday of each month at 1548 Nicholas Bldg., under direction of Dr. R. F. Cannon.

Subject—"Tooth Carving."

Alta Momenec, Chm. Publ., 3404 Monroe St.

**OREGON****Portland D. A. Society**

Meeting—Oct. 9, 1934.

Place—622 Selling Bldg.

Speaker—Dr. P. T. Meaney.

Topic—"The Importance of a Balanced Diet."

Harriet G. Hamann, Chm. Publ., 1003 Selling Bldg.

**TENNESSEE****Memphis D. A. A.**

Meeting—Oct. 16, 1934; 8:00 P.M.

Place—Hotel Peabody.

Clinicians—Grace Rivers, "Removable Bridgework"; Lucille Reed, "Rebasing Dentures."

Final Arrangements for Mid-Southern Meeting, and a "Surprise Special" by Ethel Whintenton.

Meeting—Nov. 20, 1934; 8 P.M.

Place—Hotel Peabody.

Summary of the Year's Work.

Election of Officers.

**Mid-Southern Post Graduate Dental Clinics**

Meeting—Oct. 22-25, 1934.

Place—Hotel Peabody, Memphis.

Assistants are invited to participate in general clinics, Oct. 22, 1 to 5 P.M. The Memphis D.A.A., as hostesses to the visiting assistants cordially invites all assistants, particularly those in the 4th, 5th and 8th districts.

Clinics—"Cotton and Gauze," Abbie Pryor, and "Ways and Means," Lu-

cille Black, Birmingham, Ala.; "Study Models," Flora Ambrose, Nashville and "Business Forms," Lucille Hodge, Knoxville; "Linen Hints," Mary Aslinger, Atlanta, Ga.; "Removable Bridgework," Grace Rivers; "Rebasing Dentures," Lucille Reed; "Synthetics," Anna Maud Mahaffey, Memphis, Tenn.

Ethel Whintenton, 906 Exchange Bldg.

**WASHINGTON****Seattle D. A. Society**

Meeting—Oct. 3, 1934; 7:30 P.M.

Place—Medical Dental Bldg.

Speaker—Mr. W. Terry.

Topic—"Care of Dental Handpieces and Instruments."

Business Session.

Speaker—Edith Weinhart, 9th Dist. Trustee. A.D.A.A.

Topic—Report of National Meeting.

Meeting—Nov. 7, 1934, 7:30 P.M.

Place—Medical Dental Auditorium.

Guest Night for Doctors. Each Assistant is to invite her employer. An interesting program including a talk on the "Career of the Dental Assistant" by Mary Thatcher, and a Clinic on "Inlay Investing" by Eleanor Weiss, will be followed by refreshments.

Mary Tratcher, Chm. Publ., 1114 Boylston Ave.

**Tacoma D. A. Society**

Meeting—Oct. 6, 7:30 P.M.

Business Meeting.

Speaker—Edith Weinhart, 9th District Trustee A.D.A.A.

Topic—"National Conventions."

Meeting—Nov. 1, 1934; 7:30 P.M.

Place—Medical Arts Auditorium.

Speaker—Mr. Carl Wallace, of Porro Biological Laboratories.

Topic—"Bacteriology."

Clinic—Lois Weiler.

Subject, "Indirect Inlay Models."

Refreshments.

Catherine Churchill, Chm. Publ., 1005 Rust Bldg.

\*All the data for this department must be of current value and must be in the hands of the Editor by the 3rd of the previous month.

## THIS AND THAT\*

ETHEL WHITENTON, *Editor*, Memphis, Tenn.

**"THE Doings of a Dental Assistant"** is a title that could be written of at length. The summer, early fall and late fall, have been filled with interesting things for every one. Vacations took the girls to many places. Miss Abersole of Maryland spent her vacation in England; Nannie Hotchkiss went to the Blue Ridge Mountains. Dr. and Mrs. Ames could not resist the charms of his birthplace: "Old Virginny." Many of the delegates and otherwise took time off to see Chicago, among whom were Billie Baker, Lucille Hodge, Mildred Thompson, Flora Ambrose of Tennessee and Clara Phillips of N. J. Ethel Runge of Toledo enjoyed her St. Paul trip. Lucille Reed went to St. Louis; Clara Taylor had a marvellous trip to the country, spending her time eating peaches and drinking milk. Lillian Humberg went on a cruise to Canada, up Lake Ontario to the St. Lawrence river, motoring the Gasper Coast after having been joined by Edna Leland at Quebec. Rae Thompson and Eileen McGuire are not telling everything about their trip to Pensacola. Probably none had a more enjoyable trip than did Aloise Clement and Juliette Southard. After the St. Paul meeting they went to Winnipeg, Banff, and Lake Louise then by boat from Seattle to Southern California then back to Omaha. En route they were entertained in Tacoma, Portland and Oakland; the girls clinging to them every minute; August 26th the Los Angeles girls entertained with a breakfast at the La Venta Inn, Palos Verdes Estates; Returning they were met in Kansas City by a group and enjoyed a luncheon given in their honor.

**Other news of interest** — Dorothy Stone, Toledo, is attending the Ohio State University to earn a D.D.S. Mabel Knight wants to go to Chicago awfully bad this year. She will envy Ola Lundy

who is making the trip. Rene Fudge, Memphis, who is moving to Dallas, Texas, was showered with lovely handkerchiefs recently by the Mfs. D.A.A. Marie Shaw, new 4th District B. M. plans to spend October 18-20 in Pensacola, Florida, to help in their organization. Clara Herndon, President 5th District, Georgia, leaves about November 15th by boat from Jacksonville for a trip. Mildred Thompson has accepted an invitation for a week-end in Charlotte as a guest of their girls. Lucile Black, Mary Aslinger, Abbie Pryor, Lucille Hodge, Flora Ambrose are planning to be in Memphis for the Mid-Southern meet, October 22-24. Louise Dismukes is planning a trip to New Orleans soon to aid in the organization there. Ruth Harrison of L. A. recently hastened to Nevada as the bride of Roy F. Cowell. Nina Barren, Toledo, now answers to the name of Mrs. James Gunkel. Kathryn Brown, Tacoma's new President, is to be married October 12th but will continue her duties in the office of Dr. W. P. McGovern. Bobbie Hahn is all excited about her new playlet. She keeps up her activities even though married just recently.

The Dental Society's educational booth at the Western Washington Fair will be attended by the assistants as demonstrators; a novel change from office routine. Evelyn Kemp is a hard working girl again. Much success to her. A large group attended a picnic recently at the beautiful home of Irene Archambeau, a past-president of Toledo. Tennessee is proudly displaying the "Co-operation Trophy" won at St. Paul. Mrs. Kenny Cressey, Georgia, has been ill a number of weeks. Mary Cuthbert, Hollywood, has been ill, her arm being broken in a fall. Rose Sturnolo suffered a collar-bone injury recently. Doryce Russell is recovering from a serious



streptococcus infection. We are delighted to share the news that our "Mother," Mrs. Clement, is improving from a serious illness. Ruth M. Clark, our charming and efficient past General Secretary fell a victim to Cupid's wiles and on the 24th of June became Mrs. John Oliver Frederickson, and will reside in Cooperstown, N. D. Congratulations Ruth, with our love and best wishes for a long life of prosperity and happiness. From Minnesota comes the news that the Minneapolis District will participate in the Women's Week Exposition to be held at the Minneapolis Auditorium, November 24 to December 1, 1934, managed by the Women's Occupational Bureau and sponsored by all the women's organizations in Minneapolis. They will have a booth and sell tickets on a commission basis. They also report that they enjoyed their September meeting in the form of the annual outing, held at Glen-

wood Park. Lucille Magaw was in charge of the delicious spaghetti dinner that was served.

**Our deepest sympathy** is extended Betty Decker, Toledo, who lost her father very suddenly; also to Dorothy Aupied whose sister's husband passed away after a prolonged illness. With sincerest regrets we note the passing of Grace McGregor, Hollywood, California. Her death July last is keenly felt by her association. Sincerest sympathy is offered her family.

#### SPECIAL NOTICE

All society publicity chairmen and others, please note that our next issue will be a Christmas Number for December. Any material for that issue will have to be in the hands of the various department editors by the 3rd of November, NO LATER. This will be appreciated. Thanks.

\* All material for this department must be in the hands of Editor ETHEL WHITENTON, 906 Exchange Bldg., Memphis, Tenn., by the 3rd of each month for publication in the issue of the month immediately following.

## THE IMPORTANCE OF APPEARANCE

By MRS. LOIRE S. BROPHY, New York, N. Y.

THE importance of grooming to women in business is a subject very close to me, and certainly very close to you. It is close to me because my work as Employment Counsellor is to find jobs for women — and to find women for jobs. And let me tell you my work is about half done when the woman I'm trying to put into a job is well-groomed. I remember sending one young woman to a position that called for rather exceptional secretarial qualifications. She did not measure up to all the requirements that had been asked for—there never was a girl who had all the qualities most executives want—but she was a good secretary and she was exceptionally well-groomed. When she arrived at the office she asked for Mr. Smith, and she heard

the boy tell Mr. Smith a lady wanted to see him. "Who is she, and what does she want?" bellowed Smith. "I don't know, sir, but she sure is one swell dame." P.S.—She got the job.

At no time is good grooming so important as when one is applying for a position. A prospective employer cannot always tell whether a girl has a temper, or a predilection for coming in late, or a lack of tact, but he can tell at a glance whether or not she is well-groomed, and he is very likely to judge her inner qualities by her outward manifestations. And it is true that a well-groomed personality usually indicates an orderly mind. Time is an important element in the life of the woman who works. Obviously a part of her leisure

must be devoted to caring for her looks. Never in the history of employment has it been so necessary to put the *best face* on everything, including ourselves, as now. Establish your grooming on an economy basis, if you will, but don't make it a ritual, make it an integral part of your everyday regime. Appropriateness in grooming is a subtlety which few women recognize. Smart conservatism—a tailored costume always stands the acid test, but a chiffon gown and a picture hat lend the impression that you are not the woman who will use sound judgment in a business emergency. Too much make-up is likely to create the impression of undesirable vanity and a lack of restraint. Two colors in a winter wardrobe are the safest for the business woman. Say, brown and black. Since accessories make the costume, it is easier to have your shoes, hat bag and gloves match if your wardrobe does not include too wide a color range. The prospective employer should not receive the disturbing vibration of wrong color combinations. He probably won't know why he engaged the tailored woman in black, instead of the woman who had on a wine-colored hat and a blue dress, but inevitably the well chosen and harmonious dress was the influence.

It required centuries of hammering before the portals of business and the professions were opened to women. Now that it has happened, let us use every

means at hand to keep our place in the sun. A few hours and a few dollars spent at the hairdresser's or the beauty parlor, supplemented by regular attention at home, pay big dividends. Invariably, other things being equal, it is the woman with the better grooming who is favored with the more desirable work, or the better pay. Unfortunately, the average of well-groomed women among those in job and out of jobs is not high. If you could sit at my desk with me just one day and see the fifty or sixty girls and women that call on me, you would agree, and I believe that the women who come to my desk are far superior to the general run of women in business, but frequently I have to send a girl home to change a dress or suggest less makeup, and more than once I've loaned a girl my hat to wear when her own just didn't do her justice. Perhaps it is fortunate for you women that the average is so low, for you who do pay attention to the necessary details of good grooming stand out so noticeably. Your good grooming marks you as a woman apart from the common herd, just as much as your superior business and professional qualifications, but we can not for one day rest on our oars, it is an *everyday* job. Alice Duer Miller, whose stories and poems you see frequently in *The Saturday Evening Post*, *Liberty* and the women's magazines, said this:

"Oh, I could talk an hour, said Nell,  
On the psychic basis of dressing well.  
It isn't a question of pocket-books—  
It isn't a figure, it isn't looks.  
It isn't going to first-rate places  
Believe me, the thing has a psychic basis.  
It's caring, caring a terrible lot,  
Whether you're right or whether you're not.  
It's Art, it's Genius, it's using your mind—  
What does the Bible say, That kind  
Comes not forth but by fasting and prayer—  
Well, that's the answer, you've got to care!"

5th—Telephone, memoranda of all important calls, for future reference. A busy dentist has no time to answer the phone.

Suming up:

1. Hire the right kind of assistant.
2. Have a system and stick to it.
3. Have confidence in your assistant.
4. Make her position one of value to an intelligent person, in the same proportion as you expect her to make herself valuable to you in your office. She can be very valuable if given the opportunity.

### The Girl Behind the Chair

By SEYMOUR HILL

All clad in white—tall and slim and steady  
She stands behind the chair,  
Her nimble hands quick and ready  
To mind the Doctor's will  
With forceps, floss and drill.  
And on her face a smile—  
For every twinge of pain or stifled sob,  
She speaks a word of comfort  
And goes about her job—  
The Girl behind the chair.

She does a thousand different things—  
Like the phone—when it rings,  
Or fills a cooling cup—  
For bluish trembling lips,  
And helps to cheer you up—and  
Make things seem all right—  
The Girl behind the chair.

All clad in white,  
Though throughout the live long days,  
She takes and snaps X-Rays—  
And all the while, a cheery smile,  
Shines upon her face,  
And makes the Doctor's office  
A warm and sunny place.  
You'll always find her there—  
The Girl behind the chair.

Sent in by Margaret S. Hill, Pres.  
Monmouth Co. D. A. Assn., N. J.

### Question

Have you ever met the D. A. who really believes an explorer is one who covets new land; an Excavator is one who digs ditches; and a Cryer is a small child?

## Tired Tissues

Three o'clock in the afternoon may not be a convenient time to use Ipana, but at this hour the vitality of mouth tissues is at a low ebb—the tissues are tired.

The entire oral cavity is benefited by Ipana. It not only cleans the teeth and brings out their natural brilliance, but its stimulating effect wakes up lazy gums. Ipana tones and strengthens them and the tingling after feel is highly refreshing to tired soft tissues whether it be in the afternoon, morning or night.

## IPANA TOOTH PASTE

### Hygiene of the Intestine

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Calcareous deposits, salivary debris, thickropy saliva yield to the corrective influence of Sal Hepatica.

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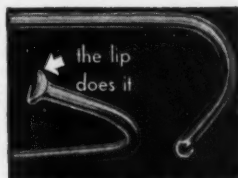
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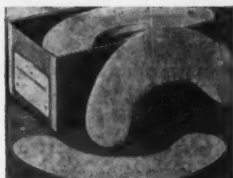
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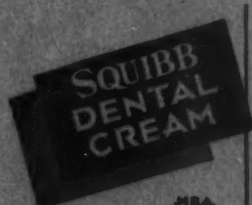
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